

Centennial School District 28J
**SUPPORT STAFF/CLASSIFIED
 PERFORMANCE STANDARDS
 EVALUATION**

Employee _____ Position _____ Location _____

**PERFORMANCE
 ASSESSMENT**

N A	* NEEDS IMPROVE- MENT	MEETS EXPEC- TATIONS	Performance Criteria	Criteria Definitions
			1. Quality of Work	This employee produces the quality of work necessary to meet the job requirement.
			2. Efficiency	This employee effectively meets job requirements by performing them in a timely manner.
			3. Job Knowledge	This employee has the knowledge and skill to perform the duties of this job.
			4. Attendance	This employee's attendance, punctuality and break utilization are acceptable.
			5. School District Policy	This employee understands and follows applicable <i>Board Policies and Practices</i> , building/program rules and other guidelines.
			6. Safety Practices	This employee knows and follows applicable safety rules and guidelines.
			7. Equipment and Supplies	This employee uses and maintains equipment and supplies in a safe, proper and efficient manner.
			8. Judgment	This employee makes logical and perceptive decisions in performing job responsibilities.
			9. Initiative	This employee works effectively and independently of supervision to perform tasks as needed.
			10. Interpersonal relations	This employee maintains cooperative, tactful, courteous relationships with co-workers, supervisor, and the public.
			11. Dependability	This employee is prompt, trustworthy, and conscientious in following and implementing procedures and directives.
			12. Staff Development	This employee participates in staff development or gets involved in other activities to enhance job growth.
			13. Flexibility	This employee adjusts well to new or different job situations, suggestions for improvement and job adjustments.
			14. Attitude	This employee shows interest and enthusiasm toward work.
			15. Support to District	This employee supports job-related decisions made by the district, school or department and utilizes established procedures in the event of concern.
			16. Student Relations	This employee relates to students in a professional manner, respecting individual and cultural diversity.
			17. Communication	This employee practices appropriate speaking, listening and writing skills.
			18. Follows Directions	This employee accepts and follows directions in a positive and effective manner.
			19. Confidentiality	This employee uses discretion with confidential information.
			20. Appearance	This employee's personal appearance and attire are appropriate for the position and safety on the job.

***Requires Supervisor's Comment**

OVERALL PERFORMANCE COMMENTS:

Attainment of current year's goals:

Goals for next year:

Supervisor's Signature

Date

Administrator's Signature

Date

My signature indicates that I have received a copy of this evaluation, not my agreement or disagreement with the contents. I understand that I may attach added information if I wish.

Employee's Signature

Date

Received by the Director of Human Resources:

Director of Human Resources

Date